

Student Corner

Office Timing and Address for Correspondence

Yashwantrao Chavan Maharashtra Open University

Dnyangangotri Near Gangapur Dam, Nashik,
Pin Code-422 222,
Maharashtra(India)

Website : ycmou.digitaluniversity.ac, ycmou.ac.in **Location**



Email – vcmousfc@gmail.com

Phone No -For admission Related Queries 0253 2230580

For Examination Related Queries 0253 2230734 0253 2231715

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| <ul style="list-style-type: none">• Working hours of Office• Weekly off• University Cash Counter timings (In Case of Bank Holiday, and on 2nd and 4th Saturday Of each month) | : 10.00AM To 5.45PM (1:30 PM to 2.00 PM Lunch Break) : Sunday, first & third Saturday of every month and all Public Holidays : 10.00AM To 04.00PM. |
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Punjab National Bank Address and working hours YCMOU Campus

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| <ul style="list-style-type: none">• Monday to Friday and 1st and 3rd Saturday of the Month | Business Hours : 10.00 AM to 05.00 PM Banking Hours : 10.00 AM to 04.00 PM |
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Weekly off - Sunday 2nd and 4th Saturday of every Month and Public Holiday

Student Services



To Avail the E services available on Digital University Portal visit the website.
https://ycmou.digitaluniversity.ac

[Student Login](#)

To Fill Online Exam form for repeaters Students

[Click here](#)

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[Click here](#)

To Download Examination Hall tickets

[Click here](#)

To Get Previous exam Question Paper

[Click here for Old /Sample Quation Paper](#)

For Online Results

[Click here for Online Provisional Result](#)

To Download E-Suvidha Mobile App



To Join Official Telegram Chanel of YCMOU



YouTube Channel of YCMOU



YCMOU Face book page



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- [Video Counselling](#)
- [Sanwad Magazine](#)
- [YOSOT](#)
- [NSS](#)
- [YCMOU Alumni Association](#)
- [Various presentations for students](#)

Details About Examination Section Contact details of Examination Units

| Name of Unit | Particular of Work Assign to the Unit | Programmes under this unit Phone No& Email Id for correspondence |
|-------------------------------------|--|---|
| Student Facilitation Centre (SFC) | <p>1.Providing Information regarding Examinations Department.</p> <p>2. Student comes to the SFC department and also quires complaint through E-MAILS and for their Various Inquiry.</p> <p>3. Understand Student quires and guide to the student properly according to their subjects and quires and enter their issues into the support ticket system and send to the concern person and take regularly follow up. and also sent to the student to the specific department by filling up their various forms (E.g.- Complaint forms, migration forms etc.) as per their documents and Queries.</p> <p>After resolving the queries provide required documents.</p> <p>4. Solve the all queries and technical issue related exam form filling/online Exam / Admission and other,</p> <p>5. Marks entry related issue.</p> | <p>ycmousfc@gmail.com 0253 2230734 0253 2231715</p> |
| Exam Unit - 1 | Issue following Certificates 1.Duplicate Statement of marks 2.Duplicate Convocation Certificate 3.Photocopy/Scan copy of Answer Sheets per copy by E-Mail only. 4. Revaluation Of Answer Book per Subject. 5.Transcript Certificate 6.Attestation of Mark sheet | <p>exam1ycmou@gmail.com</p> <p>For List of program Click Here</p> |
| Exam Unit – 2 | 7.Verification of Educational Documents. 8. Copy Case related Cases. 9. RTI related Cases. | <p>exam2@ycmou.digitaluniversity.ac</p> <p>For List of program Click Here</p> |
| Exam Unit – 3 | | <p>unit3@ycmou.digitaluniversity.ac</p> <p>For List of program Click Here</p> |
| Migration | Issue of Migration Certificate | migration@ycmou.digitaluniversity.ac |

Fees for various Examination Services

| Sr No | Type of Services | Charges With Including Postage |
|-------|---|--------------------------------|
| 1 | Migration Certificate | 400.00 |
| 2 | Duplicate Statement of Marks | 200.00 |
| 3 | Duplicate Convocation Certificate | 400.00 |
| 4 | Photocopy /Scancopy of Answer Sheet Per Copy By E-Mail Only | 300.00 |
| 5 | Revaluation of Answer Book per Copy by E-Mail Only | 500.00 |
| 6 | Transcript Certificate | |
| | i) First Copy (Delivery in India) | 1850.00 |
| | ii)For Outside India | 2800.00 |
| | iii)For Every Additional Copy | 400.00 |
| 7 | Attestation of Mark sheet | 400.00 |
| 8 | Verification of Educational Documents | 400.00 |
| 9 | Repeater Student Exam Fees (Dip./UG) | 130.00 Per Subject |
| 10 | Repeater Student Exam Fees (PG/Tech/Professional) | 150.00 Per Subject |
| 11 | Repeater Student Statement of Marks | 100.00 Per Marksheets |

How to get various documents related to exam

| Type of document | Instructions for getting certificates | |
|---|--|---|
| Duplicate Marksheet/ Passing Certificate | <ul style="list-style-type: none"> Apply Online through https://ycmou.digitaluniversity.ac Click to Student Login Click on first alphabet of required service E.g. D (Student Login User Id is PRN No. and Password is Student's Date of Birth) An application signed by student in the name of The Controller of Examinations containing details of student like Name, Mother's Name, Name of Examination, Month & Year of Passing, Name of College attended, Permanent Registration Number (PRN), Seat No., Class/Grade Obtained, Address for Correspondence, E-mail Id, Mobile No. etc. Copies of all mark statement/passing certificate for which applying. Affidavit in original on stamp paper of Rs. 100/- signed by student. The prescribed fees for duplicate mark statement is of Rs. 200/-Pay Online through Following QR Code or Link. The fees once paid will not be refundable. Submit Online Application by paying online form through QR Code/Link and Submit hard copy of application with receipt of fees paid to the following address. | |
| | <p style="text-align: center;">https://ycmou.unisuite.in/</p>  | <p style="text-align: center;"><u>Address</u></p> <p>The Controller of Examinations, Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Near Gangapur Dam, Nashik. Pin Code-422222, Maharashtra(India)</p> |

For any kind of payment related support or query, please drop the email at:

ycmou_support@unisuite.in
[Click Here To Apply Online](#)

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| Migration | <p>How can I get Migration Certificate?</p> <p>There are two General Procedure to Obtain Migration Certificate:-</p> <p>A) BY HAND :- Process in which student comes to the university to take migration certificate. By himself. Pay offline challan and pay into the Punjab National Bank. (located in YCMOU campus).</p> <p>B) BY POST :-</p> <ul style="list-style-type: none"> • Apply Online through https://ycmou.digitaluniversity.ac Click to Student Login Click on first alphabet required service E.g. M. (Student Login User id is PRN Number and Password is Student Date of Birth) <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • The candidate has to fill the prescribed Migration Form and pay the necessary fees along with Xerox copies of the consolidated mark sheet. • If the student is applying for a Duplicate migration certificate, attach an Affidavit in Original Stamp Paper (Non-judicial) on Rs. 100/- signed by student. • The Migration Certificate will be sent to the candidate by Registered Speed Post Only. • The prescribed fees for duplicate Migration Certificate is Rs. 400 /- (per copy) by which is to be paid Online as to Following QR or link. • The fees once paid will not be refundable. • Submit Online Application by paying online form through QR Code/Link and Submit hard copy of application with receipt of fees paid to the following address. <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> https://ycmou.unisuite.in/  </td><td style="width: 50%; text-align: center;"> <u>Address</u> The Controller of Examinations, Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Near Gangapur Dam, Nashik. Pin Code-422222, Maharashtra(India) </td></tr> </table> </div> <p>For any kind of payment related support or query, please drop the email at: ycmou_support@unisuite.in</p> <p>Note: The Migration certificate is issued to a candidate who has completed a programme and has no Fee dues pending against his/her name.</p> <p style="text-align: center;"><u>Click Here To Apply Online</u></p> | https://ycmou.unisuite.in/  | <u>Address</u> The Controller of Examinations, Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Near Gangapur Dam, Nashik. Pin Code-422222, Maharashtra(India) |
| https://ycmou.unisuite.in/  | <u>Address</u> The Controller of Examinations, Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Near Gangapur Dam, Nashik. Pin Code-422222, Maharashtra(India) | | |
| Duplicate Migration Certificate | <p>Duplicate copy of Migration Certificate</p> <p>How can I get Duplicate Migration Certificate?</p> <ul style="list-style-type: none"> ▪ An application signed by student in the name of “The Controller of Examinations” having details of student like Name, Mothers Name, Name of Examination, Month & Year of Passing, Name of College attended, Permanent Registration Number (PRN), Seat No., Class/Grade Obtained, Address for Correspondence, Email ID, Mobile No. etc. ▪ Attested true copies of all mark statement/passing certificate for which applying. ▪ Affidavit in original on stamp paper of Rs. 100/- signed by student before the Executive Magistrate. ▪ The prescribed fees for Duplicate Migration Certificate of Rs. 400 /- (per copy i.e. per Sem/Year) ▪ The fees once paid will not be refundable. ▪ Postage for abroad addressees is as applicable. <p style="text-align: center;"><u>Click Here To Apply Online</u></p> | | |

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| <p>Transcript</p> | <h2 style="text-align: center; color: red;">Procedure for Transcript</h2> <p>Important Instructions to the Students</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Documents Required for Transcript for all Programme</td><td> <ol style="list-style-type: none"> 1. Filled Application Form. 2. Attested Photocopies of all years Statement of Marks of YCMOU for concern years. (Attestation is Compulsory) 3. Online Payment by QR Code/Link with Receipt </td></tr> <tr> <td>Fees Details</td><td> <p>Transcript First copy (With in India) – Rs. 1850/- Posted Outside India – Rs. 2800/- For every additional copy – Rs. 400/-</p> </td></tr> </table> <p>1. Students are required to download & fill the Transcript application form from website. 2. Sign on Transcript application form and send to the following address with required documents and online payment receipt. 3. Incomplete form will not be accepted. 4. Student can pay fee by online mode. 5. Resolution Time : 15 days from the date of receipt of application form duly filled along with Receipt of online transaction and necessary documents 6. The Students will receive their transcripts by Indian Speed Post only. 7. The foreign students/ nonresident India students who are applying for Transcript Certificate should pay fees in Indian Currency only. i.e Indian Rupees.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="flex: 1;"> <p>https://ycmou.unisuite.in/</p>  </div> <div style="flex: 1;"> <p>Address</p> <p>The Controller of Examinations, Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Near Gangapur Dam, Nashik. Pin Code-422222, Maharashtra(India)</p> </div> </div> <p>For any kind of payment related support or query, please drop the email at: ycmou_support@unisuite.in</p> <p style="text-align: center;">Click Here To Apply Online</p> | Documents Required for Transcript for all Programme | <ol style="list-style-type: none"> 1. Filled Application Form. 2. Attested Photocopies of all years Statement of Marks of YCMOU for concern years. (Attestation is Compulsory) 3. Online Payment by QR Code/Link with Receipt | Fees Details | <p>Transcript First copy (With in India) – Rs. 1850/- Posted Outside India – Rs. 2800/- For every additional copy – Rs. 400/-</p> |
| Documents Required for Transcript for all Programme | <ol style="list-style-type: none"> 1. Filled Application Form. 2. Attested Photocopies of all years Statement of Marks of YCMOU for concern years. (Attestation is Compulsory) 3. Online Payment by QR Code/Link with Receipt | | | | |
| Fees Details | <p>Transcript First copy (With in India) – Rs. 1850/- Posted Outside India – Rs. 2800/- For every additional copy – Rs. 400/-</p> | | | | |
| <p>Verification of Educational Qualification/ Documents</p> | <h2 style="text-align: center; color: red;">Procedure for Verification of Educational Qualification /Documents</h2> <ul style="list-style-type: none"> • Ist year mark sheet, IInd year mark sheet, IIIrd year mark sheet, Provisional (passing certificate), Degree Certificate. • Rs.400/- (Per Student) can be paid online through following QR Code or Link and Send hard copy of online application with payment receipt and necessary documents on following address. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="flex: 1;"> <p>https://ycmou.unisuite.in/</p>  </div> <div style="flex: 1;"> <p>Address</p> <p>The Controller of Examinations, Yashwantrao Chavan Maharashtra Open University, Dnyangangotri, Near Gangapur Dam, Nashik. Pin Code-422222, Maharashtra(India)</p> </div> </div> <p>For any kind of payment related support or query, please drop the email at: ycmou_support@unisuite.in</p> | | | | |
| <p>Verification of Marks</p> | <p>Candidate who wishes to apply for Verification of marks can apply with necessary fees, in the prescribed format Form-A (Click Here) within 15 days of declaration of the result on the website of the University.</p> | | | | |

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| Scan Copy Of Answer Book | Supply of scanned copy/copies of the Assessed Answer Book/s of the candidates who wish to obtain scanned copy/copies of the assessed Answer books (Not more than Two (2) Answer books) may apply in the prescribed format Form - B (Click Here) with necessary fees within 15 days of receiving of result of verification. |
| Revaluation of Answer Book | Candidates who opt for the Scanned copy/copies of the Answer books and are not satisfied with the marks assigned may apply for the Revaluation of one or both answer books in prescribed format Form - C (Click Here) within 10 days of receipt of the scanned copy/copies. |

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Any Admission Related Queries Contacnt

Phone No :- 0253-2230580,0253-2231715

Email id – nondani@ycmou.digitaluniversity.ac